

***Please forward this information to your principals and school councils!



KDE-mail

SBDM Council News

December 9, 2005

Welcome!

Division Director's Notes

Mid-Year Principal Vacancies: Are You Prepared?

We are all very much aware that principal vacancies can occur at any time and for any reason. The question is, is your school district prepared to *act* or *react*? As an SBDM Coordinator, much of the responsibility for the required legwork to assist the council with a mid-year principal selection will fall on you. Replacement of a school principal requires close collaboration between the school council, the superintendent, you as the coordinator, and the stakeholders in general.

Once a vacancy is declared and posted, the process begins. Think about setting up a meeting between the school council, the superintendent, and you as the coordinator to review the school council's policy on principal selection and discuss whom they are going to select as a trainer. Remember, the council cannot begin the process to select a principal until they have had principal selection training. For training questions, please contact the Council Development and Planning Branch at 502-564-4201.

The discussion should center on several issues:

- What are the roles, responsibilities and expectations of each party?
- Since this is a mid-year appointment, is this the right time to conduct a search for a highly qualified principal?
- Is the timing such that the superintendent should appoint an interim? What are the real implications of this action?
- If an interim is appointed, is it appropriate to discuss a time-line to begin the search process?
- Examine school council policy and appropriate board of education policy or procedures relating to principal



@ KDE:

Orin.Simmerman@education.ky.gov

Cheri.Meadows@education.ky.gov

Judith.Littleton@education.ky.gov

Erin.McGee@education.ky.gov



selection and hiring practices. Make sure everyone is on the same page.

- Discuss how you, the superintendent, and the school council can maintain lines of communication to facilitate the selection process in order to hire the best possible candidate.
- Once the school council has been trained and has developed their list of qualifications (with input from all stakeholders), set up another meeting to discuss this information with the superintendent and you as the coordinator. This is a key discussion because now the superintendent and the school council must work together to find candidates that fit the council's list of qualifications. Superintendents should feel free to discuss their own expectations of principal candidates. All should work to reach common ground.
- Develop a plan to facilitate and guide the screening process. Discuss how the superintendent will communicate a list of qualified candidates to the council. Discuss how the hiring will occur once a candidate is selected and how the council can announce the appointment once the position has been accepted.
- Above all, make sure everyone keeps the lines of communication open.

It is important to remember that we are all on the same team and the bottom line is, "let's do what is in the best interest of kids."

SBDM Policy Information

School councils are the policy making body for the school, while the principal implements those policies on a day-to-day basis. It is important when councils are developing and/or reviewing policies that they ensure that all policies fall under council authority. For instance, councils do not have authority over graduation requirements or attendance requirements. This authority falls under board authority. It is extremely important that councils and boards understand their roles in working together to improve student achievement.

If you have further questions or have schools who would like a policy review, please contact Judy Littleton at 502-564-4201 or Judith.Littleton@education.ky.gov.

School Improvement Planning Service

Do the compliance issues related to your district planning process sometimes bog down your schools? The Council Development and Planning Branch can assist with that by helping to abbreviate your board policies related to planning and planning timelines into one brief, school-friendly document.

For further information, please contact Erin McGee at Erin.McGee@education.ky.gov.

Reminder: Council Training Posting

The deadline for posting 2005-2006 council member training information to your district website was November 1. Please ensure that all required information was posted on your district website including:

- The role of the council member (administrator, teacher, parent, minority parent, minority teacher)
- Name and address (can be school's address)
- Date of training
- Name of endorsed trainer
- Other (for alternative council models)

Staff members from the Council Development and Planning Branch will contact districts with incorrect postings.

For further information, please contact Erin McGee at 502-564-4201 or Erin.McGee@education.ky.gov.